# WASHINGTON STATE TECHNOLOGY TRANSFER CENTER WST2 Educational Opportunities

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A publication of training opportunities for Washington State Local Agencies



## Welcome to the Washington State Technology Transfer Center's Educational Opportunities

The information listed on these pages is a compendium of training opportunities from many different resources, public and private, and may be of use to your agency. This information can also be accessed from the WST2 web site at the address shown above. The web site will always have the most current and up-to-date information on the WST2 training program along with any additions, changes, or cancellations that you need to be aware of. This web site has links to all of the training agencies listed in this publication. Please forward this electronic or hard copy to the staff in your agency.

You can access other WST2 resources from the above web site such as the pavement, traffic and safety, and technology integration management systems. You will also find dates for yearly conferences, the audio-visual catalog, retired professional's program, and the WST2 quarterly newsletters. You can take a virtual tour of the Pacific Northwest Transportation Technology Expo, subscribe to listservs, order publications, and catch up on the latest WST2 news.

We hope that you will find the material in this publication to be useful to your agency. As always, if you have questions or comments on our WST2 program, give us a call – we like to hear from you.

Laurel Gray, Training Program Coordinator (360) 705-7355 or 1-800-973-4496 grayl@wsdot.wa.gov

# **Training Program News**

# Pay Class Tuition Fee After Class is Completed

Are you thinking of signing up for a class sponsored by the WST2 Center? If there is a fee for the class, you might want to wait until after the class to pay the fee. We will mail an invoice for each person who attended the class, and it will be sent to their Accounts Payable Department after the class is completed. That way, your agency is billed for only those people who actually attended, and we will avoid having to refund a payment for someone who registered for a class but was unable to attend.

### "Personal Identifiers" Who Needs Them?

Now that the WST2 Center's online class registration has become so popular, we have devised a way to make the process even faster and easier — by using a "Personal Identifier." We changed our computer's "matchmaking" to matching your last name and your personal identifier in an incoming class registration request with a last name and personal identifier from our student database. Once you have registered for one of our classes, your name, agency, address, phone, fax, and e-mail are in our database. When you submit a request to register

for a class, the matchmaker searches for a student in the database with the same name and same personal identifier. If it finds you (and it can in a flash!), it registers you automatically! Otherwise, your request sits there waiting for me to check your request and compare it manually with who's already in our database.

So ... enter a personal identifier with your request, and remember it. It can be alpha or numeric, or a combination of both. It can be your favorite thing ... chocolate, your birthstone, astrological sign, or your car. We have several cat and dog breeds, geographical places, favorite islands. Some folks are using their 4-digit phone extension or their birth date.

There are more than 5,000 names in our student database, and in 2003, the T2 Center offered 97 classes, attended by 2,300 people. This really helps speed things up. So, come up with something and jot it down. Enter it when you submit your class registration request, or give it to the person who registers you for Technology Transfer classes.

Wendy Schmidt (360) 705-7386 schmidw@wsdot.wa.gov

# Road and Street Management Program Update

The Highways and Local Programs, WST2 Center's Road and Street Management Program is structured around the training matrix developed in 2001 by the Training Committee of the Northwest Pavement Management Association (NWPMA). The Road and Street Management Program's (RSMP) course offerings provide a set of technical skills important to current job performance and as a foundation for future career advancement.

The RSMP is designed around a set of ten required course topics and two electives that provide the needed technical skills and that allow an individual specialized training in a broad group of elective topics. Different courses are offered each year and the program is structured to allow completion in three years or at any pace that an individual chooses. Courses can be taken in any order and a student can join the program at any time simply by registering for and completing the identified program courses. Participation in the program is tracked by the automated student-tracking database, and upon completion of the program requirements, the student will earn a Certificate of Achievement in Road and Street Management.

### Road and Street Management Program — Technical Core Requirements

- Concepts of Pavement Management
- Pavement Condition Rating Training
- Preventive Maintenance Treatments
- Fundamentals of Concrete Pavement Construction
- Fundamentals of Asphalt Pavement Construction
- Fundamentals of Pavement Design
- Fundamentals of Roadway Construction Materials
- Effective Presentation Skills
- Effective Writing Skills
- Principals of Supervision

### Technical Core Required Courses Offered To Date

- Pavement Condition Rating Workshop 2001, 2002, 2003
- Techniques for Pavement Rehabilitation 2001
- Design and Construction of Concrete Pavements 2002, 2003
- Basic Supervisory Skills 2002
- Preservation of Asphalt Pavements 2003
- Principals of Construction of Asphalt Pavements – 2003
- Writing Skills 2003
- Hot Mix Asphalt Placement 2003

### Technical Core Required Courses Planned for 2004

*Note:* These courses have not yet been scheduled and are subject to change based on availability.

- Concepts of Pavement Management
- Fundamentals of Pavement Design
- Fundamentals of Roadway Construction Materials
- Effective Presentation Skills
- Superpave Training
- Pavement Condition Rating Workshop

As of November 2003, there are 449 students participating in the program who have completed at least one of the required program topics; 53 students have completed two or more required program topics plus electives. We continue to encourage individuals and agencies to participate in the program which we believe offers benefits to both the student and the employer by providing the employee with a well-rounded skill set.

For questions on the training program or to inquire about your status in the program, contact Bob Brooks at the WST2 Center, (360) 705-7352, or *brookbo@wsdot.wa.gov*.

### Pacific Northwest Transportation Technology Expo (PNTTE)

As you get ready for the New Year, don't forget to mark your calendar for the Pacific Northwest Transportation Technology Expo (PNTTE). It will be held at the Grant County Fairgrounds in Moses Lake, Washington, on May 18-19, 2004.

Come and see the latest Mousetraps, innovations, and equipment in road technology, traffic safety, and more. There will be demonstrations of equipment, tools, and materials. The Expo provides the Pacific Northwest transportation professional an opportunity to see the latest research technology, new technologies just arriving on the market, and innovative, homegrown ideas that your peers have developed to make their jobs easier and save their agency money.

For more information about the Expo, visit the web site at:

http://www.wsdot.wa.gov/ta/T2Center/TechnoExpo/

For information about display opportunities at Expo 2004, contact Kelly Newell, WSU Conferences and Professional Programs, at *knewell@wsu.edu* or (509) 335-3530.

# **Public Agency Sponsored Training**

### **Washington State T2 Center**

Laurel Gray (360) 705-7355
Wendy Schmidt (360) 705-7386
http://www.wsdot.wa.gov/TA/T2Center/training

To register for a class in this section, use the contact listed above.

The class fees shown apply to both public and private sector students.

Classes marked with an asterisk(\*) qualify under the Road and Street Management Training Program as a requirement or an elective and contribute to a Certificate of Achievement (CA) in Road and Street Management.

Purchasing, Bidding and Contract Management

January 8, Mt. Vernon; January 22, Shoreline. \$50. Instructor: John Carpita, MRSC. Local agencies must purchase supplies, materials, and equipment, solicit services and contract for public works in accordance with often confusing and ever changing state statutes and regulations. These statutes are intended to insure that quality projects, goods, and services are purchased at the least cost through competitive bidding, which requires open advertisement to all qualified bidders and public opening of bids. The WST2 Center and MRSC offer this fast-paced workshop to all local agencies and municipal governments to help them spend scarce dollars in accordance with state statutes and to improve their project and contract management skills.

Construction Documentation (LAG Program)

January 13, Spokane; January 27, Shoreline; January 28, Federal Way; February 24, Wenatchee; February 26, Kennewick; March 16, Port Orchard; March 17, Lacey; April 13, Kent; April 14, Mount Vernon. Free. Instructor: Ken Hash, WSDOT SW Region. Regional Local Program Engineers will be in attendance to answer questions. This course covers three phases: pre-contract, contract, and post-contract documentation of public works projects with FHWA funding. Local agency and contractor's documentation is discussed, with a strong emphasis on the documentation requirements of the field inspector. On completion of this course, participants will have a working knowledge of: (1) required documentation that will be submitted by the contractor, (2) required documentation for acceptance of contract materials, (3) daily inspector's documentation of the contract work, and (4) source documentation for the monthly progress payment to the contractor.

**Train the Trainer: A Training Class for Local Government**January 14-15, Spokane; February 3-4, Shoreline;
February 18-19, Lacey. **Free.** Instructor: Mike Sacco,
WSDOT Eastern Region Trainer. This two-day course

will focus on the important role of the trainer for work force training in government. The first day will include discussion and exercises about employee training needs, learning styles, preparation for training (including lesson planning and learning objectives), and classroom presentations. The second day will focus on PowerPoint and other presentation methods, hands-on training, evaluating training and documentation and tracking of training.

Bridge Condition Inspection Update (BCIU)

February 3-4, Spokane; February 17-18, Lacey. Free. Instructor: Grant Griffin, WSDOT Bridge Engineer. This course will provide information on the inspection manual and updates, laptop bridge inspections, load ratings and permitting, and other important bridge inspection issues.

Bridge Condition Inspection Fundamentals (BCIF)

February 10-12, Lacey. Free to WA state local agencies/ \$150 to out of state. Instructor: Grant Griffin, WSDOT Bridge Engineer. This training is intended to provide engineers and technicians, who have little or no background in bridges, a basic knowledge of bridges and bridge maintenance and inspection skills.

Bridge Condition Inspection Training (BCIT)

March 15-26, Lacey. Free to Washington State local agencies, \$700 to out-of-state attendees. Instructor: Grant Griffin, WSDOT Bridge Engineer. This two-week course is based on the "Bridge Inspector's Reference Manual" and will provide extensive training on the condition inspection of in-service bridges. Satisfactory completion of this course will fulfill the training requirements of the National Bridge Inspection Standards (NBIS) for "a comprehensive training course" based on the manual. The training course will cover bridge inspection programs, review of basic concepts, safety, inspection documentation, reporting NBIS inventory items, and bridge management systems. For new bridge inspectors or those desiring a refresher. Should have general understanding of bridges.

LAG Manual Overview (LAG Program)

February 11, Shoreline; February 19, Spokane; February 25, Lacey. Free. Instructors: Brian Moorehead and Dick Egolf, WSDOT Highways and Local Programs, Olympic Region. This course will give a basic overview of the *Local Agency Guidelines (LAG) Manual* and the latest revisions. Students will gain an understanding of the manual format and have the ability to locate guidance for their individual projects. This course is for all users of the *LAG Manual*.

Contract Specification Writing (LAG Program)

February 9, Auburn. **\$50.** Steve Boesel, Instructor. This class will provide guidance and methods for writing consistently clear, concise, complete, and well formatted

contract special provisions. It will provide a thought process that can be used when writing or reviewing contract specifications to ensure the greatest possibility for a successful bid and a successful construction project.

Introduction to the Design and Operation of Roundabouts

February 18, Wenatchee; March 10, Lacey; March 16, Port Orchard. Free. In this course, attendees will gain an understanding of circular intersections and understand the difference between a modern U.S. roundabout and the traffic circle and rotary intersection. Attendees will be aware of software products that can be used to do an acceptable capacity analysis and understand how to compare signalized intersections with roundabouts to determine levels of service. Intersection issues such as sight distance, drainage, pedestrians, bicycles, illumination, truck turning templates, and landscaping will be discussed. Signing and striping is essential to a safely operating intersection, and the purpose for each element will be covered as it relates to the law. Attendees will also see a wide variety of operating roundabouts in Washington State and from around the country.

Implementing Superpave in Local Agencies\*

March 9, Marysville, March 10, Kent; March 30, Lacey; April 27, Spokane; April 28, Moses Lake; April 29, Yakima. Free. Instruction by the WSDOT Construction Office, Materials Lab, and FHWA. This training will offer local agencies an overview of the Superpave process, highlight changes to the 2004 Standard Specifications, address materials and testing issues, and design and construction considerations from a local agency perspective. These classes should help answer many of the questions and concerns on the part of local agencies regarding the Superpave transition.

Geosynthetics Engineering Workshop\*

March 30-April 1, Shoreline. \$400. 1.8 CEUs. Instructors: R. D. Holtz and Barry Christopher, University of Washington. This National Highway Institute class is a three-day design and construction course. This course will provide training on the correct, cost-effective utilization of geosynthetics in transportation applications. State-ofthe-practice utilization of geosynthetics in highway works and developments are reviewed. The use of geotextiles, geogrids, pavement edge drains, drainage composites, erosion control materials, sediment control materials, and geomembranes are examined. Applications of filtration, drainage, temporary and permanent erosion control, sediment control, roadway separation, roadway reinforcement, roadway subgrade improvement, pavement overlays, embankments over soft foundations, mechanically stabilized earth walls, mechanically stabilized earth slopes, geomembrane containment ponds, and geomembrane pavement encapsulation are covered. For federal, state, and local transportation personnel and private sector construction engineers and project inspectors involved with design and/or construction of transportation facilities that incorporate earthwork.

### Writing Skills\*

April 7-8, Tacoma area. **\$110.** Instructor: Jordan Peabody. A two-day workshop designed to reduce the confusion caused by the poorly written word. Anyone who must write on the job, but is not a writing pro, will find the training both pleasant and helpful. Writing techniques apply to: letters, manuals, speeches, memos, newsletters, e-mail, proposals, reports, bulletins, and minutes.

### Roadway Drainage\*

April 27, Spokane; May 4, Ellensburg; May 6, Marysville; May 12, Tacoma. \$45. Instructor: Bill Heiden. This course will discuss basic road design characteristics as it relates to drainage, soil characteristics, basic hydrology (drainage areas, runoff factors, rainfall intensity), hydraulics (culvert materials, sizing culvert, sizing ditches), placement of culverts, culvert end treatments, and culvert and ditch maintenance. The course is intended to cover the needs of all people responsible for roads, from managers to operators. The course will not provide design criteria for engineers.

### Basics of a Good Gravel Road\*

April 29, Yakima; May 11, Tacoma. **\$45.** Instructor: Bill Heiden. This is a basic road maintenance class. All major problems of unpaved gravel roads will be addressed: washboarding (corrugation), traffic patterns, rutting, surface drainage, dust control, surface material, and roadside obstruction. The techniques that Mr. Heiden teaches can help to reduce unpaved road maintenance expenditures by up to 40 percent of current expenditures in three to five years.

### Pavement Condition Rating\*

May 4-5, east side; June 1-2, west side; September 7-8, west side. Free. Instructor: Bob Brooks. Participants will learn to rate any of the pavements commonly found in Washington. The rating values obtained using the definitions and methods learned in this course should compare favorably with those obtained and used in the Washington State Pavement Management System. Each participant should be able to perform a pavement condition survey with reasonable objectivity.

### **Cultural Resources Training**

May 4-7, October 5-8, The Dalles, Oregon. \$350. Cultural Resources training takes place twice a year in the spring and fall. This training will introduce participants to the value and significance of Washington's irreplaceable cultural resources. This class provides an exceptional opportunity for local agencies to work with the northwest's most qualified instructors, visiting some of the area's finest examples of cultural resources and attending the only statewide training session of this caliber. There will be presentations by Native Americans on their cultural perspective; speakers on state archaeology, prehistory of Washington, Native American ethnobotany, prehistoric stone artifacts,

rare plants, logging in the northwest, federal and state cultural resource regulations and how it applies to your agency. There will be in-field lessons on learning how to "read" the landscape and recognize the probable cultural resources located at the site, and a sharing of preservation techniques and strategies. For any individual who wants to become knowledgeable about cultural resources and possess the necessary skills to address basic resource management problems associated with cultural resources. Call the T2 office to have your name placed on a wait list; this course is not available for on-line registration.

### Introduction to GPS Mapping Grade Equipment

\$325. This is a three-day, special-request class. Sessions can be scheduled upon request in our Tumwater training room, or scheduled in your agency. Fee is based on four students per session. Instructor: Max Schade. This is an introductory course on mapping grade GPS equipment and is taught by a WSDOT Trimble-certified instructor. It is designed to provide basic knowledge and skills in the use of GPS technology in mission planning, data gathering, and data processing. The training will enable field operation personnel to use new methods and Trimble mapping grade equipment as well as understand problems encountered when using the GPS satellite constellation.

### **LAG Training Program**

Unless otherwise stated, the courses in the LAG program are free.

- Appraisal Review Workshop: *LAG Manual* Chapter 25. \$100. Four sessions were recently held. One more session may be added in early spring.
- Construction Documentation: *LAG Manual* Chapters 51, 52, and 53. Nine sessions are scheduled for spring 2004. See page 4.
- Consultants: *LAG Manual* Chapter 31. Training is now offered by the University of Washington under the title "Managing Consultants" and is available through the TRANSPEED program. A class is scheduled for February 3 in Seattle. See page 9. \$485/\$650.
- Contract Specification Writing: *LAG Manual* Chapters 42-46. \$50. February 9, Auburn. More sessions to be scheduled in 2004. See page 4.
- **DBE/EEO/OJT:** *LAG Manual* Chapters 26 and 27. This class will provide local agencies with a basic understanding of the rules and procedures on Disadvantaged Business Enterprise (DBE), Equal Employment Opportunity (EEO), and On-the-Job Training (OJT) for federally funded projects. There are no sessions scheduled at this time.
- Emergency Relief Programs: LAG Manual Chapter 33. Curriculum will soon be available on CD. The course covers instructions on procedures applicable to emergency projects funded by the Emergency Relief Program on federal-aid highways, and by the Federal Emergency Management Agency disaster assistance for projects not on federal-aid highways.

- Enhancement Program: *LAG Manual Chapter 62*. About a year away from training, waiting on a new Federal act.
- Environmental Overview for Local Agencies: LAG Manual Chapter 24. Classes will be scheduled for fall 2004. This course is also an elective in the Road and Street Management Program.
- **Right of Way Procedures Workshop:** *LAG Manual* Chapter 25 and the Federal Perspective. There are no sessions scheduled at this time.
- **Right of Way Plans Preparation:** *LAG Manual* Chapter 25. This is a 4-hour class. \$50. There are no sessions scheduled at this time.
- **LAG Manual Overview:** This course will give a basic overview of the *Local Agency Guidelines Manual* and the latest revisions. Classes scheduled for February. See page 4.

It is important that you tell us if you have an interest in any of these courses. The link below will take you directly to our WST2 home page where you can click on "WST2 On-Line Request," fill out the form and send. Individual classes will be developed in response to the request lists, and if your name is on the list, you will be notified by e-mail when class schedules are set.

http://www.wsdot.wa.gov/TA/T2Center/T2hp.htm

If you have questions about the LAG Program, contact Larry Schofield at (360) 705-7380 or *schofil@wsdot.wa.gov*.

# The Endangered Species Act Training Program Now Approved by US NMFS

Over three years of dedicated effort of the U.S. National Marine Fisheries Service (NMFS) and the Puget Sound Regional Forum culminated on August 15, 2003, when the Regional Road Maintenance ESA Program was approved by NMFS. The program was approved on the condition that **ALL** program elements are implemented by agencies seeking approval for routine road maintenance activities. An important program element is the Regional Road Maintenance training program that was launched in spring 2002. Since then, about 1,200 maintenance supervisors, engineers, environmental staff, crew leads, and maintenance crew members have been trained. The initial series of classes were scheduled primarily for agencies that had committed to the Regional Road Maintenance Program (RRMP) Guidelines and had submitted a "Part 3 Application." The training is now available for anyone requesting it. The goal of the program remains to serve all maintenance personnel who want to expand their roadway maintenance knowledge and skills, and in particular, learn more about Best Management Practices (BMPs) in roadway maintenance.

The Part 3 Application is an agency commitment to the ten program elements (of which the training program is Element #3), and can be obtained from the following web site: <a href="http://www.metrokc.gov/roadcon/bmp/pdfguide.htm">http://www.metrokc.gov/roadcon/bmp/pdfguide.htm</a> or by contacting Janine Johanson at METRO KC, (206) 205-7101. The ultimate goal is to have all agency roadway maintenance personnel trained with approved Part 3 Applications on file.

The University of Washington's Transportation Professional Development Program (TRANSPEED) is coordinating and presenting the training program. The training tracks are described here. Fees for each track are part of a legislatively approved agreement for the 2003-05 Biennium. The agreement provides partial funding to help maintain the low tuition rates. For program information or course registration, please contact Julie Smith at (206) 543-5539 or by e-mail at <code>jsmith@engr.washington.edu</code>. Program and registration information can also be found at <code>http://www.engr.washington.edu/epp/esa/reginfo</code>.

### **Four ESA Training Tracks**

The ESA Training Plan has four separate tracks:

### Track 1: Briefing for Regional Decision Makers

2 hours. No fee. An overview of the ESA program for regional level management and administration. This is a stand-alone training class and not part of the required training program. It is offered by members of the Regional Road Maintenance Forum. Call Roy Harris or Gerry Crum at (425) 257-8800 for information. Information may also be obtained from Janine Johanson at METRO KC, (206) 205-7101.

# Track 2: Introduction, Design, and BMPs: Monitoring, and Environmental Roles for Technical and Scientific Staff

1.4 CEUs. Tuition is \$235. This 2-day course is an overview of the procedures for technical, professional, and environmental staff, supervisors, and leads involved in maintenance activities. This track provides an introduction to the program guidelines, design, habitat, the ten program elements and maintenance BMPs to meet ESA requirements.

# Track 3A: Classroom Introduction to ESA and Outcome-based Road Maintenance for Field Crews

0.7 CEUs. Tuition is \$160. This 1-day course is an overview of the procedures for field crews and leads involved in maintenance activities. This track provides an introduction to the program guidelines, design, habitat, environmental roles, the ten program elements and implementation of maintenance BMPs to meet ESA requirements.

### Track 3B: Road Maintenance Crew Training in the Field Environment: Applying Maintenance BMPs

0.7 CEUs. Tuition is \$190. This 1-day course is conducted in a field setting where teams of maintenance crews construct, test, and assess the effectiveness of a variety of BMPs. Participants will also learn how to monitor each BMP and measure its outcome in comparison to the outcome goals established in the approved program. *Note:* Track 3A is a prerequisite for Track 3B.

# Track 4: Train the Trainer for the Regional Road Maintenance Program

1.4 CEUs. Tuition is \$240. For agency-selected ESA trainers. This 2-day course focuses on training skills and techniques, and evaluates, prepares, and certifies candidates to teach the Regional Road Maintenance Program classroom training (Tracks 2 and 3A) and field demonstrations of BMP installations.

### **Modified Tuition Rates**

Tuition rates for this program have been revised and include two major differences from the previous program rates. First, costs for classroom facilities and other logistical costs that were previously provided by the sponsoring agency are now being offset by the funds provided through a support agreement with WSDOT. Secondly, agencies can now lower the training costs for its participants by providing a classroom facility / field site and equipment, and covering costs for instructional handouts for a full class. Those interested in exploring this option should contact Julie Smith at (206) 543-5539 or by e-mail at <code>jsmith@engr.washington.edu</code>. She and the Program Director, Jim McManus, will calculate and forward modified tuition rates.

### Looking to the Future

During the past year, the Regional Road Maintenance training program has been focused on the ESA issues related to fish species in the Puget Sound Region. The training has also been conducted in other locations, such as Jefferson County. In addition, the University of Washington has been asked to furnish instructional assistance by teaming with new Track 4-trained instructors who are beginning to train within their agencies. This instructional support has been quite successful and is expected to be an ongoing asset to agencies seeking supplemental and/or updated program information after their initial training has been completed.

The training program may also have far wider applications and venues. These procedures were developed to provide a comprehensive outline of effective management practices applicable in any area or maintenance setting. The training is thus appropriate for all roadway agencies that seek to implement a consistent roadway maintenance program that is environmentally and ecologically sound and provides a solid structure for good roadway maintenance practices.

### **WSDOT, Staff Development**

Local Agencies should contact Wendy Schmidt in the WST2 Center for information. (360) 705-7386

To register for a class in this section, use the contact listed above.

# **Construction Site Erosion and Sediment Control Certification**These WSDOT approved classes are presented by

the Associated General Contractors of Washington. See page 21 for dates and description.

### **WSDOT Construction Training**

The 11 WSDOT construction courses listed below are offered in various locations around the state, generally in the spring. You may call the T2 office and have names put on request lists. You will be notified when a class has been scheduled and your name included on the roster. A description of the courses can be faxed or e-mailed to you; they are also available on the T2 web site. No fee.

- PCC Field Testing Procedures (ABT)
- Aggregate Production and Testing Inspection (ACA)
- Hot Mix Asphalt Placement (ACB)
- Bituminous Surface Treatment Inspection (ACC)
- Drainage Inspection (ACF)
- Bridge Structures Inspection (ACM)
- Excavation and Embankments Inspection (AC3)
- Nuclear Gauge, Safety and Operation (ALG)
- Nuclear Gauge, Embankment/Surfacing/Pavement Applications (ANQ)
- Electrical-Illumination and Signals (API)
- Hot Mix Asphalt Production and Testing (BG9)

# TRANSPEED University of Washington

Contact Christy Roop Pack (206) 543-5539, fax (206) 543-2352, 1-866-791-1275 http://www.engr.washington.edu/epp

To register for a class in this section, use the contact listed above.

The prices in this section are for local agency/non-local agency.

# Roadway Safety, Analysis, Evaluation and Programming January 5-6, Seattle. \$270/\$450

This two-day course provides instruction, discussion, and workshop sessions related to the analysis, evaluation, and practical design considerations involved in solving traffic safety problems. Discussions include safety improvement programming; the importance of collecting and maintaining safety study data; identification and examination of study procedures at hazardous and high accident locations; basic factors that cause accidents; countermeasures for reducing accidents; typical safety studies for rural and small urban areas; and safety considerations for intersection and pavement design. The course also includes workshops for practice in using collected data and developing solutions. Economic analysis, evaluation, and approaches for determining and setting safety improvement priorities are also covered. Course material is covered in a small-group setting to encourage active individual participation.

Basic Highway Capacity for Engineers and Planners

January 7-9, Seattle; March 9, Seattle. \$320/\$520
The purpose of this three-day course is to provide participants with a basic understanding of fundamental concepts underlying the analysis methods contained in the 2000 edition of the *Highway Capacity Manual*. Upon completion of the course, participants should be able to successfully undertake basic facility evaluations, and should also be able to appropriately review and interpret the results of analyses conducted by others. Each participant will work in a team to solve sample problems and will discuss solutions in a classroom setting. The course has been completely updated to reflect the contents of HCM2000, which is the most recent edition of the *Highway Capacity Manual*.

**Determining Contract Working Days** 

January 29, Seattle; May 11, Lacey. \$275/\$375

During this one-day course, you will examine the essential elements of developing working days critical path schedules for transportation construction contracts. You will learn the importance of developing a construction strategy work plan and see how big picture issues affect construction sequencing and staging. You will review innovative contracting strategies and, through in-class exercises, work with a team to plan the critical path schedule for a project from beginning to end. An important focus will be on project delay risk factors and techniques for minimizing contractor delay claims.

### **Managing Consultants**

February 3, Seattle. \$485/\$650

- Get the right consultant.
- Communicate project expectations and standards.
- Develop the project work scope and get a fair price.
- Develop the agency-consultant partnership.
- Get a quality product and service.
- Get on-time and on-budget delivery.

This two-day training is comprised of one day of web-based training (six hours prior to the in-class meeting and two hours after the in-class) and one day of in-class training.

### Concrete Bridge Design

February 10-12, Seattle. \$320/\$520

How is the transition to the new American Association of State Highway and Transportation Officials (AASHTO) Load and Resistance Factor Design (LRFD) Bridge Design Specifications affecting the way that structural engineers design concrete bridges? This course will answer that question for you, and will provide a review of the methodology, concepts, and engineering basis for the new specifications. This course will introduce you to the concrete design portion of the specifications and many new methods and requirements for concrete bridge decks, girders, and concrete substructures. You will learn about new approaches to loads and how they are applied; methods for distributing the loads; analysis requirements; the combined approach to concrete design; the strut and tie method; and specific requirements for bridge elements.

### Work Zone Traffic Control Plan (TCP) Design

February 18-20, Seattle; March 23-25, Lacey; June 14-16, Spokane. \$370/\$570

This three-day course focuses on the steps necessary to develop and design a Traffic Control Plan (TCP) for roadway construction, reconstruction, and maintenance projects. Lectures cover topics such as planning elements of a TCP, types of work zone traffic control, traffic control features, design considerations, projected impacts of alternatives, and how to select preferred alternatives for final approval of the recommended TCP. Participants will also complete in-class problems in a team workshop format. Teams will present their solutions/proposals for peer and instructor review and discussion.

### **Traffic Signal Timing and Operations**

February 23-25, Lacey. \$400/\$585

Traffic Signal Timing and Operation provides an understanding of both the theory and practice of traffic signal timing. This three-day course focuses on terms associated with signal timing, relating practice in the field with analysis completed using the *Highway Capacity Manual* and other traffic engineering software. Participants will discuss the concepts of cycle length, split, forceoff, offset, phasing, as well as the signal timing process. The course will highlight the effects of actuated control including passage time, extension, and pedestrian timing. It also discusses the development of timing plans,

explores types of signal control (including adaptive and priority-based), and investigates the relationship of signal timing to ITS.

### Pavement Rehabilitation

February 24-26, Seattle. \$320/\$520

- Overview of pavement rehabilitation and maintenance.
- Selection criteria for pavement rehabilitation projects.
- Selection criteria for preventive maintenance projects.
- Importance of preventive maintenance in a pavement preservation program.
- "How to" workshop modules on different pavement maintenance activities.
- Relationship between pavement management and preventive maintenance.
- The Cost/Benefit Model.
- Pavement rehabilitation treatments.
- Preventive maintenance treatments.
- Preventive maintenance specifications.

With limited funds available for pavement rehabilitation and maintenance activities, cities and counties are constantly searching for inexpensive methods to maintain street and road systems. Street and road engineers and maintenance managers have found that it is essential to find alternatives to reconstruction and heavy rehabilitation. This course will provide participants with cost-effective strategies to stretch street and road revenues, as well as methods for planning for future maintenance needs.

### **Urban Street Design**

March 1-3, Seattle. \$320/\$520

There are many factors that make urban streets different from rural highways. Among those factors are increased numbers of pedestrians, bicycles, and business and residential driveways. Transit, drainage, and intersections may also have unique design criteria when they are part of an urban street system. Traffic flow conditions, peak and off-peak speeds, and volume variations are also significant and can affect street design. The course instructors will use schematic drawings and slides to illustrate various urban street design practices. In workshop sessions, course participants will work on problems and case studies related to a variety of design issues including sight distance assumptions, determination of the functional intersection area, and length of left-turn and right-turn bays. Corner clearance, minimum centerline radii, the rationale for the crosssection of arterials, collectors, and local residential streets and the effectiveness of intersection and median changes to a major urban arterial will also be discussed.

### Fundamentals of Traffic Engineering

March 17-19, Seattle. \$355/\$555

This course is a three-day overview and introduction to traffic engineering practice. You will study human, vehicle, and traffic stream characteristics, the science of measuring traffic and travel, and transportation planning, traffic safety management, and traffic demand and impact studies. The session will also include a comprehensive discussion of traffic control devices such as signs, markings, work zones, signals, and traffic signal control systems. You will use examples from the textbook and regional practice as the basis for discussion.

### Managing Scope, Schedule and Budget

March 31-April 2, Seattle. \$685/\$885

This three-day training explores practical methods used by successful project managers in the public and private sectors. It covers understanding the work breakdown structure; managing the scope of work; preparing a schedule that can be managed effectively; tracking milestones on the critical path; budgeting work in ways to facilitate cost control; managing risk and change; and how to recover when things go wrong. A highlight is the daily Management Clinic, where participants can get advice for improving their current projects.

### Manual on Uniform Traffic Control Devices (MUTCD)

April 14-16, Seattle. \$320/\$520

The objective of this course is to train personnel to provide safe and efficient traffic control devices. Of critical importance is the need to use uniform control devices recognized by motorists throughout the country and to meet national, local, and legal standards. Specific objectives are for participants to gain an understanding of each step involved in providing traffic controls; identify and apply workable concepts and techniques; better understand the principles in the design and installation of traffic control devices; discuss techniques and procedures used by different agencies; assess the legal consequences of action and inaction relative to traffic control; and identify risk management techniques.

### Stormwater Engineering

April 20-22, Seattle. \$320/\$520

Today's roadway designer faces increasing challenges as a result of urbanization, land costs, environmental restrictions, public interest in ecological preservation, water quality issues, and the potential for riparian litigation. All of these variables can be relevant when designing for stormwater management and control. As in the case of basic drainage design, stormwater facilities have become a major cost component for many projects, requiring careful consideration of economic as well as environmental and engineering factors. This three-day course provides the roadway designer with advanced knowledge and applications in roadway drainage design. The course focuses on material which the designer will need in handling the challenges of stormwater management and design while drawing on

the most effective erosion, sediment, and pollution control management practices available. Design considerations such as pumping stations and other storm water management components will also be discussed.

### Traffic Signal Design

May 26-28, Lacey. \$400/\$585

Traffic signal design presents the transportation engineer with many unique challenges, including traffic volumes, vehicle types, pedestrians and bicycles, construction and right-of-way costs, and environmental considerations. The purpose of this three-day course, which covers traffic signal design principles, concepts, and criteria, will provide participants with a basic understanding of traffic signal design and the overall design process. Course topics:

- MUTCD signal warrant analysis
- Signal operations and phasing
- Signal equipment
- Signal head placement
- Signal pole layout and design
- Geometric considerations in signal design
- Pedestrian considerations in signal design
- Vehicle detection design
- Signal wiring
- Signal conduit and junction boxes

Legal Liability for Transportation Professionals

April 5-6, Wenatchee; April 8-9, Seattle. \$270/\$450 Tort liability has become a serious cost and concern for public agencies involved in the design, construction, operation, and maintenance of highways, streets, and roads. This two-day course is specifically designed to help participants better protect their agencies from expensive and time-consuming litigation. This course identifies those aspects of the legal process and law which must be understood for public agencies to respond effectively when confronted or threatened with legal action. Students will examine the significance of engineering standards and guidelines, as well as public agency immunity and how this relates to maintenance practices. Other topics include special trials and trial alternatives, written vs. judge-made law, design immunity, the lack-of-money argument, forms of evidence, risk management, and litigation mitigation. Lectures are complemented by case studies in which the participant identifies potential liability and develops strategies to mitigate liability.

### Technical Communication for Transportation Professionals

April 27-28, Seattle. \$300/\$500

Professionals' need to communicate effectively begins with the first e-mail of the morning and ends with the last phone call of the day. For some, it may even extend into the evening if a public meeting is scheduled. The engineering professional must routinely produce written documents ranging from short letters to lengthy reports, crafting them appropriately for a variety of readers including concerned citizens, politicians, reporters, other engineers, and contractors. Poorly planned or ineffectively written documents can result in confusion, wasted time, improper action, and lawsuits. This course will enhance your professional effectiveness by improving your technical communication skills. Understanding the planning, writing, and reviewing processes will increase your efficiency, allowing you to produce more effective documents in less time. Learning how to be a better speaker will reduce your stress, improve your confidence, and make you a more valuable employee.

### Traffic Calming Techniques and Management

May 3-5, Seattle. \$370/\$570

This course outlines methods and procedures for identifying the need for calming projects, selecting calming solutions, developing and constructing calming projects, and predicting changes to traffic characteristics after projects are completed. In addition, the course will provide an overview of the constantly changing traffic calming field with recent examples of international and Washington State traffic calming projects. The instructors will also discuss traffic calming applications for rural roads and highways.

### Traffic Engineering Operations

June 9-11, Lacey. \$320/\$520

The three-day course focuses on elements of traffic engineering needed in traffic operations and design, including the latest regional practices. Participants will discuss the design and operation of freeways and arterials along with intersection and interchange design. Additional topics include planning and design considerations for pedestrians, roadway lighting, intersection control, street operations, speed zoning, roadway lighting, crash reduction countermeasures and cost-effectiveness, technical communications, legal aspects of traffic operations, environmental impact statements, and traffic calming.

# Professional Engineering Practice Liaison (PEPL) University of Washington

Contact Stephanie Strom (206) 543-5539, fax (206) 543-2352 http://www.engr.washington.edu/epp

To register for a class in this section, use the contact listed above.

Applied Engineering Ethics

February 5, Seattle. \$310 by January 22, \$345 thereafter. Each day, engineers confront dozens of decisions, many of which have substantial impacts on their own agency or company, as well as others involved with a project. Many decisions have a straightforward answer determined by contract language or budget. Some, however, require entering an indistinct gray zone where the engineer must use best judgment to devise a course of action. Typical examples include vendor interactions, construction projects with tight timelines and discovering out-of-spec work after project completion. Often these challenges are managed with little or no preparation or formal guidelines and often with negative results. This course examines case studies of real-world ethical challenges based on current interviews with practicing professionals in the Pacific Northwest. Case studies represent a wide range of civil engineering specialties including design, construction, transportation, and environmental. You will actively examine how the build up of circumstances caused the dilemma, what course of action was taken and the resulting legal, professional, and personal outcomes.

# Fish Passage Considerations in the Design and Retrofit of Culverts March 9-10, Seattle. \$495 before February 24, \$530 thereafter.

In order to make accessible hundreds of miles of upstream habitat for anadromous and resident salmonids, most states in the Pacific Northwest have now enacted legislation mandating unimpeded fish passage through roadway culverts. Contrary to other areas of the country where engineering factors such as allowable headwater govern standard culvert design, the controlling factor in the Northwest has become fish passage. Focus on this problem has become more intense as efforts to identify and list threatened and endangered species gain momentum. This two-day short course is presented by noted instructors with extensive experience specializing in all aspects of fish habitat management and enhancement. The lecture notes and visual course material is augmented by actual case histories and specific design examples. The objective of the course is to provide attendees with the applicable information and criteria necessary for the design of "fish friendly" culverts. Course topics:

- Legal requirements for fish passage
- Identification of types of fish passage barriers
- · Applicable hydrology and hydraulics

- Culvert inventory issues and factors
- Fish swimming and leaping capabilities
- · Basic methods for restoring fish passage
- Case histories and examples

Achieving Real Success as a Project Manager

March 23-24, Seattle. \$475 before March 9, \$510 thereafter. The most important factor in achieving real success as a project manager is rarely accounted for in computer software — that is, the ability to deal effectively with the personalities and people involved in all aspects of a project, from the technician to the client. This course focuses on the people aspects of project management. It includes demonstrations and involvement in real life situations in class. This course is unique because no other course in the U.S. was designed by professional engineers/project managers with extensive experience with a variety of engineering and planning projects, and who also have formal training in applied psychology and communication skills. As a result, the course focuses on the day-to-day concerns of project managers working in the real world.

### Construction Site Erosion and Pollution Control

April 13-14, Seattle. \$475 before March 30, \$510 thereafter. Poorly controlled construction sites can harm not only aquatic environments, but adjacent properties, public roadways, and drainage systems as well. These problems stem not only from soil erosion, but also from materials and practices commonly used in construction activities. Construction site erosion and pollution control efforts are now emphasizing the most appropriate set of practices for a specific site, as well as correctly installing and maintaining the selected practices to ensure their effectiveness. The first part of this course will cover erosion and pollution control problems and planning beginning with legal and regulatory requirements and the reasons for them. You will review methods for analyzing construction sites to define potential erosion and pollution control problems, and for identifying the best course of action for avoiding or minimizing these problems. The instructor will then discuss and demonstrate how to use this information to assemble erosion and pollution control plans. You will review sample erosion and pollution control plans and practice analyzing construction sites and specifying best management practices (BMPs). The second part of this course concentrates on the details of the BMPs for construction sites and methods for achieving maximum benefits in their application. You will learn about proper design, installation, and maintenance for all of the practices commonly used in the Pacific Northwest to prevent or minimize erosion, trap sediments, and control water pollution.

Project Leadership Workshop

May 12-13, Seattle. \$655 before April 28, \$685 thereafter. Managers fight fires, leaders light fires. Do you want to provide the most effective leadership possible for your team? This workshop will give you the tools you need and show you how to: (1) Become the leader who motivates and lights creative fires in your team. (2) Go beyond the mechanics of scheduling, budgeting, and monitoring to inspire your team. (3) Develop teams that are enthusiastic, effective, and successful. (4) Create more effective relationships with your team members and customers. (5) Increase your own level of personal and professional fulfillment. This workshop recognizes that when project teams perform above expectations, it is often due to powerful people skills and strong team leadership. In a way that no other training does, this workshop integrates interpersonal skills and psychological principles into a practical, person-centered, results-driven guide for project leadership. The practical concepts covered in this workshop are reinforced by examples of real-world project situations, interactive exercises, and checklists that you can use to quickly recall and apply key leadership and management concepts to your projects.

Geology and Geomorphology of Stream Channels

May 18-19, Seattle. \$495 before May 4, \$530 thereafter. This popular course will develop the fundamentals of stream-channel geomorphology and describe their application in a variety of settings common to the Pacific Northwest. Whether inadvertently or intentionally, human use of the land usually alters downstream channels. Whenever the land surface or its vegetation is changed, particularly by urban development, the timing and rate at which water and sediment enter stream channels changes as well. Over time, these changes can effect channel form, channel stability, and biological function. This course presents the following topics:

### **Principles**

- Geomorphology of channels, floodplains, and terraces
- Bankfull channel size and bankfull discharge
- Fundamentals of open-channel flow
- Sediment load of watersheds
- Sediment transport in channels
- Channel roughness
- Large woody debris

### **Applications**

- Channel classification methods
- Assessment of channel migration hazard
- Gravel harvesting
- Sediment routing

### Field Techniques

- Flow measurements
- Sediment sampling
- Cross-section measurements
- Longitudinal profiles

# Engineering Professional Programs (EPP) University of Washington

Contact Emily West (206) 543-5539, fax (206) 543-2352 http://www.engr.washington.edu/epp

To register for a class in this section, use the contact listed above.

### **Cold Regions Engineering Short Course**

January 8-12, May 13-17, August 5-9, October 28-November 1. Seattle. \$1,295 early registration, \$1,355 late registration.

**Drilling and Blasting Techniques for Construction and Quarrying**January 12-16. Seattle. \$1,199 on or before December 29, \$1,299 thereafter.

- Analyze the blast site.
- Understand project specifications.
- "Read" the rock to determine its influence on blast performance.
- Develop efficient blast designs based on site conditions and specifications.
- Accurately estimate the cost of drilling and blasting.
- Develop, document and implement safe blasting procedures.
- Identify potentially dangerous procedures or design flaws.
- Evaluate and optimize blast performance.
- Avoid the most common blasting mistakes that cause project delays.
- Conduct vibration monitoring and minimize vibration levels.
- Handle vibration complaints
- Control flyrock.
- Improve productivity.
- Manage risk and control costs.

This intensive five-day course provides you with state-ofthe-art information and techniques drawn from the vast experience of the instructional team. The instructors and guest speakers provide a comprehensive understanding of the drilling and blasting industry from initial cost estimation and site analysis to final project evaluation. High-speed films of actual blasting projects graphically illustrate the effects of proper and improper blast designs.

### **Engineering Refresher Courses**

Three evening courses provide thorough preparation for state of Washington engineering examinations.

### E.I.T./Fundamentals of Engineering Exam Review

February 18-March 29. \$495. Monday and Wednesday, 6:30-9:00 pm University of Washington campus, Seattle

### Mechanical P.E. Exam Review

February 24-April 1. \$645. Tuesday and Thursday, 6:30-9:00 pm University of Washington campus, Seattle

### Civil P.E. Exam Review

February 26-April 1. \$495. Tuesday and Thursday, 7:00-9:30 pm University of Washington campus, Seattle

### Washington Environmental Training Center Green River Community College

Auburn, Washington 1-800-562-0858 http://www.greenriver.edu/wetrc/

TAKE THE RESIDENCE TO A SECOND RESIDENCE TO

To register for a class in this section, use the contact listed above.

### Asbestos Cement Pipe Work Practice Procedures

February 27, April 27, May 18, all in Auburn. \$145, .7 CEUs

### **Backflow Assembly Tester Certification Class**

February 9-12, Auburn; March 1-4, Auburn; March 29-April 1, Auburn; April 19-22, Auburn; May 17-20, Bellevue. \$525, 3 CEUs

### **Backflow Assembly Tester Certification Exam**

February 13, Auburn; March 5, Auburn; April 2, Auburn; April 23, Auburn; May 21, Bellevue. \$180

### **Basic Electrical**

April 14-16, Auburn; May 5-7, Everett. \$275, 2.1 CEUs

### **Basic Wastewater Treatment Plan Operation**

April 28-30, Yakima; August 11-13, Auburn. \$275, 2.1 CEUs

### Competent Person and Cave In Protection

February 4-5, Everett; April 7-8, Richland; June 30-July 1, Tacoma. \$210, 1.4 CEUs.

### Cross Connection Control Basics and Exam Review

January 6-8, Auburn; January 13-15, Moses Lake; April 6-8, Auburn; May 20-22, Yakima. \$275, 2.1 CEUs

### **Process Control and Instrumentation**

April 7-8, Tacoma. \$225, 1.4 CEUs

### Pump Operation and Maintenance

February 24-26, Everett; April 20-22, Wenatchee; June 15-17, Auburn. \$275, 2.1 CEUs

### Water Distribution Specialist Certification Exam Review

January 13, Mt. Vernon; January 15, Richland; May 6, Auburn; May 21, Moses Lake; September 14, Spokane; September 16, Centralia. \$15, .7 CEUs

### Wastewater Certification Examination Review (Treatment)

January 7-8, Auburn; January 21-22, Yakima; May 19-20, Auburn. \$195, 1.4 CEUs

### Wastewater Laboratory Workshop

March 22-24, Auburn; June 16-18, Auburn. \$325, 2.1 CEUs

### Water and Wastewater Disinfection

February 2-4, Mt. Vernon; April 14-16, Richland; June 1-3, Auburn. \$275, 2.1 CEUs

### Water Distribution Certification Exam Review

January 6-8, Mt. Vernon; January 13-15, Auburn; May 4-6, Moses Lake; May 11-13, Tacoma. \$265, 2.1 CEUs

### **Water Works Basics**

April 6-8, Tacoma; April 21-23, Moses Lake. \$275, 2.1 CEUs

# Click, Listen and Learn American Public Works Association

Contact Ashley Gann
(816) 472-6100
PO Box 802296
Kansas City, MO 64180-2296
http://www.apwa.net/education/cll/

To register for a class in this section, use the contact listed above.

APWA's audio-web conferences offer a new, cost-effective way of learning and sharing information through the use of tools sitting on your desk: a telephone and a PC with web access. Listen to the speakers through your telephone, and view the visual presentation via the web. Programs average 2 hours in length and include printed speaker handouts and feature live questions and answers. Participate from your desk, or in a group setting by connecting through a conference/speaker phone and projecting the web image upon a screen.

\$150 per session. Sessions begin at 8:00 am and end at 10:00 am on the west coast. Further information and registration available at the web site above.

**Leadership in the New Age of Public Works with John Luthy** January 22

Restoration of Utility Cuts February 19

What a Construction Manager Can Do for You March 24

Erosion Control Compliance with NPDES Phase II April 22

Trenchless Technology and Directional Boring May 19

Doing Due Diligence: What Lawyers Want Public Works Directors to Know July 22

Right-of-Way Cooperation for Consistency and Simplicity August 18

### Missed a Click, Listen & Learn?

Order CDs from the following classes by going to the web site above. \$49 APWA members / \$59 non-members.

- Blueprints for Public Works Yards
- Traffic Calming: Retrofitting Existing Neighborhoods
- Utility Funding for Public Works OperationsA Sound Alternative to Taxation
- Salt Brine: Breaking Snow and Ice Bonds on Your Pavements
- Where Does Public Works Fit into Smart Growth Planning?
- Managing the Public Response How to Keep Your Foot Out of Your Mouth
- Case Studies in Storm Water NPDES Phase II
- Selection of Consultants Balancing Quality and Price
- Case Studies in Water and Wastewater Security Using VSAT(TM)
- Understanding the Value of Your Right-of-Way
- Water: A Life-saving Commodity
- MUTCD Deadlines You Don't Want to Miss!
- Risk Management and Tort Liability on the Roadways – What You Need to Know to Protect Your Agency!
- Wastewater Security Training
- Effective Use of Chemicals and Abrasives for Winter Road Maintenance
- Implementing GASB 34 What It Could Mean For You
- Storm Water NPDES Phase II: Setting Measurable Goals for Your BMPs
- Conflict Solving for the New Supervisor
- Using Gut-level Emotion to Make Safety Training Stick: An Alternative Approach that YOU Can Use
- Cutting Through the Dust: Dirt and Gravel Road Maintenance
- Countering Disaster "BEFORE IT STRIKES"
- Constructing FLEET Charge-Back Rates in Public Works
- Performance Measures for Public Works WORKOUT: How Do You Measure Up?
- Are You Prepared to Respond to a Disaster?

### **Washington State Emergency Management Division**

Contact Rosanne Garrand (253) 512-7048 or (253) 512-7000 http://emd.wa.gov/

To register for a class in this section, use the contact listed above.

All classes are free. Check their web site for possible changes in dates/locations. Not all courses listed here will have a course number.

### Principles of Emergency Management (G230PDS)

January 13-15, Clark County; July 27-29, Camp Murray.

### **HAZUS (G307)**

January 14-15, Camp Murray; March 23-24, Snohomish County; May 19-20, Cowlitz/Clark County; November 30-December 1, Thurston County.

### Developing and Managing Volunteers (G244PDS)

January 27-28, King County.

### Disaster Assistance for Local Government Workshop

February 3, Thurston County; June 3, Port Angeles; September 9, King County.

### Basic Public Information Officer (G290)

February 10-12, Kitsap County; June 22-24, Whatcom County.

### WMD: Incident Command

February 18, Cowlitz County; April 6, Whatcom County; July 13, Moses Lake; November 3, Skagit County.

# Pre- and Post-Evaluation of Structures Affected by Seismic Events: ATC 20/21

February 20, King County.

### **Emergency Planning (G235PDS)**

February 24-26, Snohomish County.

### Leadership and Influence (G240PDS)

March 9-10, Walla Walla.

### Decision Making and Problem Solving (G241PDS)

March 11, Walla Walla.

### Effective Communications (G242PDS)

March 30-April 1, Camp Murray.

### **HAZMAT Workshop**

April 3-4, Tri-Cities.

### **Basic Incident Command System**

April 20, Ellensburg; Öctober 5, location TBD in Western Washington.

### Intermediate Incident Command System

April 21-22, Ellensburg; October 6-7, location TBD in Western Washington.

### **Donations Management (G288)**

April 27-28, King County.

### Terrorism Planning (G407)

May 18-20, Pierce County.

### Exercise Design (G139PDS)

June 8-10, Čamp Murray

### Exercising Leadership in an Emergency (G351)

July 8, Pierce County.

### Developing and Managing Volunteers (G244PDS)

July 14-15, Snohomish County.

### **HAZMAT Contingency Planning (G311)**

August 9-12, Long Beach.

### Community Mass Care Management (G108)

September 14-15, Snohomish County.

### Evacuation and Re-Entry Planning (G358)

September 16, Snohomish County.

### Flood Fight Operations (G361)

September 28-30, Whatcom County.

### Basic Public Information Officer (G290-CSEPP)

October 5-7, Tri-Cities.

### **Emergency Operations Center (G275)**

October 19-21, Spokane.

### Mass Fatalities (G386)

December 7-8, King County.

### Washington State Department of Personnel (DOP)

Human Resource Development Services (360) 664-1921 http://hr.dop.wa.gov/training

To register for a class in this section, use the contact listed above.

All state, city, county, PUD's, ports, tribes, and other public entity employees are eligible to register for any of the following classes. State agency employees should register through their training manager or registration representative who has on-line access to DOP registration. Public agencies can register by calling the number above. You will need to have authority to commit funds, or a purchase order number.

New classes are posted to the DOP web site on the 4th Monday of each month. There are many classes available other than those listed here; check their web site for the complete listing. Your agency can be placed on the monthly course schedule mailing list by calling the phone number above.

Approximately 25% of these classes are high-demand classes and you may need to plan well in advance to attend. However, if demand is high enough for any particular class, another session can be scheduled by calling the program manager with your request.

Your agency can purchase an entire class. Fees will vary depending on the type of class and total number of participants. If you are interested in purchasing a course, call the Program Manager for the course you are interested in. Program Managers are listed on the "Training Programs and Program Managers" page of the above web site.

### Communication Program - Oral

**Designing Effective Training Programs** 

(01-03-E005) - \$175 Olympia: Feb 25-27

Handling Emotions Under Pressure

(01-03-ZM37) - \$85 Olympia: Jan 7, Apr 1

Interpersonal Communication Skills

(01-03-E008) - \$95

Olympia: Feb 19-20, Apr 20-21

Spokane: Mar 16-17

Interpersonal Conflict Management

(01-03-E00T) - \$135

Olympia: Jan 15-16, Mar 25-26, May 13-14

Spokane: Apr 15-16

**Presentation Skills** 

(01-03-E002) - \$160

Olympia: Feb 18-20, Mar 10-12, May 10-12

### Presentation Skills, Advanced

(01-03-E001) - \$125 Olympia: Jan 26-27

### **Serving Difficult Clients**

(01-03-E006) - \$135

Olympia: Mar 18-19, May 20-21

### Train the Trainer: Effective Delivery Techniques

(01-03-E076) - \$175 Olympia: Jan 27-29

### Communication Program - Written

### **Editing & Proofreading Skills**

(01-03-EW39) - \$125

Olympia: Jan 6-7, Mar 2-3

### Editing the Writing of Others

(01-03-EW33) - \$70 Olympia: Feb 3, Apr 20

### **Editing Your Writing**

(01-03-EW32) - \$70 Olympia: May 20

### **Grammar Review**

(01-03-EW28) - \$125

Olympia: Jan 13-14, Feb 3-4, Mar 8-9, Apr 13-14, May 4-5

### **Grant Writing**

(01-03-EW40) - \$135

Olympia: Feb 10-11, Apr 20-21

### **Proofreading Skills**

(01-03-EW31) - \$70 Olympia: Feb 10, Mar 16

### **Punctuation Skills**

(01-03-EW36) - \$70 Olympia: May 4

### **Technical Writing: Editing & Proofreading Techniques**

for Technical Writers

(01-03-EW38) - \$145

Olympia: Mar 16-17, May 11-12

### Technical Writing: Tricks of the Trade

(01-03-EW37) - \$145

Olympia: Feb 17-18, Apr 27-28

### Writing Manuals & Instructional Material

(01-03-EW15) - \$70 Olympia: Apr 23

### Writing Minutes & Meeting Notes

(01-03-EW19) - \$70 Olympia: Apr 12

### Writing Policies & Procedures

(01-03-EW10) - \$135

Olympia: Mar 4-5, May 17-18

Writing Skills

(01-03-EW04) - \$110

Olympia: Jan 8-9, Feb 19-20, Mar 1-2, Apr 15-16,

May 13-14

Computer Training – PC Application Program

Access 2000/XP 2002 VBA Programming (3 days)

(01-04-D433) - \$495

Olympia: Mar 30-31 & Apr 1

Access 2000/XP 2002 Level 1 (1 Day)

(01-04-D535) - \$130 Tacoma: Jan 22 Seattle: Jan 28

Access 2000/XP 2002 Level 1 (2 Day)

(01-04-D430) - \$198

Olympia: Jan 6-7, Jan 21-22, Feb 12-13, Mar 1-2, Mar 23-24, Apr 12-13, Apr 29-30, May 27-28

Access 2000/XP 2002 Level 2 (1 Day)

(01-04-D537) - \$130 Everett: Jan 15 Seattle: Jan 21 Tacoma: Jan 30

Access 2000/XP 2002 Level 2 (2 Days)

(01-04-D431) - \$198

Olympia: Jan 14-15, Feb 18-19, Mar 29-30, May 5-6

Access 2000/XP 2002 Level 3 (2 Day)

(01-04-D539) - \$150 Tacoma: Jan 23

Access 2000/XP 2002 Level 3 (2 Days)

(01-04-D432) - \$210

Olympia: Feb 23-24, May 11-12

Acrobat 6.0

(01-04-D529) - \$380 Tacoma: Jan 6-7

Olympia: Jan 27-28, Apr 15-16

Excel 2000/XP 2002 — Level 1 (1 Day)

(01-04-D435) - \$99 to \$130

Olympia: Jan 5, Jan 29, Feb 20, Mar 15, Apr 19, May 24

Seattle: Jan 16 Tacoma: Jan 21

Excel 2000/XP 2002 — Level 1: Foundations in Spreadsheets (2 Day)

(01-04-D441) - \$198

Olympia: Jan 20-21, Feb 18-19, Mar 11-12, Apr 6-7, May

13-14

Excel 2000/XP 2002 — Level 2 (1 Day)

(01-04-D534) - \$130 Everett: Jan 12 Tacoma: Jan 13 Seattle: Jan 19 Excel 2000/XP 2002 — Level 2 (2 Days)

(01-04-D446) - \$198

Olympia: Jan 8-9, Feb 5-6, Mar 4-5, Apr 8-9, May 20-21

Excel 2000/XP 2002 — Level 3 (2 Days)

(01-04-D447) - \$235

Olympia: Feb 25-26, Apr 22-23

Internet: Fundamentals & Research

(01-04-D318) - \$99 Olympia: Feb 17

Outlook 2000/XP 2002 Level 1

(01-04-D437) - \$99 Olympia: Feb 9, Apr 12

Outlook 2000/XP 2002 Level 2

(01-04-D438) - \$99 to \$130

Tacoma: Jan 30 Olympia: Mar 8

PageMaker 7.0 — Level 1

(01-04-D530) - \$135 Olympia: Mar 10

PageMaker 7.0 — Level 2

(01-04-D531) - \$135 Olympia: Mar 31

PhotoShop 6.0 — Level 1

(01-04-T054) - \$375 Tacoma: Jan 19-20

PhotoShop 6.0 — Level 2: Web Production

(01-04-T058) - \$375 Olympia: Feb 4-5

PhotoShop 7.0 — Level 1

(01-04-D532) - \$375

Olympia: Jan 12-13, Apr 1-2

PhotoShop 7.0 — Level 2

(01-04-D533) - \$399 Olympia: May 17-18

PowerPoint 2000/XP 2002 Level 1

(01-04-D442) - \$99 to \$130

Olympia: Jan 5, Jan 26, Feb 17, Mar 9, Mar 30

Seattle: Jan 5 Everett: Jan 14 Tacoma: Jan 27

PowerPoint 2000/XP 2002 Level 2

(01-04-D443) - \$99

Olympia: Feb 2, Mar 25, May 21

PowerPoint XP/2002 Level 1

(01-04-D258) - \$99

Olympia: Apr 19, May 10

Windows XP: For Users New to

(01-04-D260) - \$99 to \$130 Olympia: Feb 3, Apr 9

Tacoma: Jan 5

Word 2000/XP 2002 — Level 1

(01-04-D445) - \$99 to \$130

Everett: Jan 13 Tacoma: Jan 14

Olympia: Jan 26, Feb 23, Mar 19, Apr 29

Seattle: Jan 27

Word 2000/XP 2002 — Level 2

(01-04-D450) - \$99 to \$130

Tacoma: Jan 2

Olympia: Jan 12, Mar 12, May 6

Seattle: Jan 23

Word 2000/XP 2002 — Level 3

(01-04-D451) - \$120 to \$130

Tacoma: Jan 20

Olympia: Feb 2, Mar 29, May 24

Word 2000/XP 2002 — Level 4

(01-04-D452) - \$120 Olympia: Feb 24

**Customer Service Program** 

**Customer Service** 

(01-03-E059) - \$75

Olympia: Jan 9, Mar 5, May 3, May 17

Customer Service: Making a Good First Impression

(01-03-E078) - \$90

Olympia: Jan 20, Feb 6, Apr 19

Customer Service: The Telephone — Best Friend or Worst Fear

(01-03-E079) - \$90

Olympia: Jan 30, Mar 1, Apr 27

**Healing Customer Relationships** 

(01-03-ZM61) - \$85 Olympia: Feb 3

**Health/Safety Program** 

**Defensive Driving** 

(01-07-EE33) - \$30

Olympia: Feb 17, Apr 30

**Domestic Violence** 

(01-07-E072) - \$50

Olympia: Jan 14, Feb 18, Mar 10, Apr 21, May 12

First Aid, Basic (1 Day)

(01-07-EE31) - \$40

Olympia: Feb 11, May 5

First Aid, Basic (2 Days)

(01-07-EE29) - \$45 Olympia: Mar 22-23 Managing Job Stress

(01-07-EE05) - \$125

Olympia: Jan 28-29, Apr 15-16

Personal Safety

(07-07-EE43) - \$40

Olympia: Apr 30, May 28

Violence in the Workplace

(01-07-M206) - \$65

Olympia: Jan 20, Feb 23, Mar 23, Apr 22, May 7

Management/Supervisory Program

Coaching: Bringing Out the Best in Others

(01-09-ZM52) - \$85

Olympia: Jan 15, May 9, May 6

Communication Styles & Skills

(01-09-M412) - \$100

Olympia: Feb 13

Communication Skills for Supervisors & Lead Workers

(01-09-M237) - \$100

Olympia: Jan 22-23, Apr 6-7, May 6-7

Effective Communication Skills for Managers

(01-09-M307) - \$250

Olympia: Feb 11-12, May 25-26

**Professional Development Program** 

**Effective Meeting Management** 

(01-14-M084) - \$125 Olympia: Mar 8

**Facilitator Skills Training** 

(01-14-EP72) - \$175

Olympia: Mar 17-19, May 18-20

**Sexual Harassment Awareness & Prevention** 

(01-14-EP49) - \$100

Olympia: Jan 9, Apr 7

Seattle: Feb 3

Spokane: Mar 23

**Success Habits** 

(01-14-EP04) - \$85

Olympia: Jan 6, Feb 4, May 4

**Time Management** 

(01-14-M094) - \$85

Olympia: Jan 7, Mar 4, May 5, May 19

**Understanding the Diverse Workforce** 

(01-14-EP50) - \$65 to \$80

Olympia: Mar 22, Apr 22, May 3

Seattle: Jan 6

Spokane: Feb 18

# Human Resource Education and Liability Prevention (HELP Academy)

The HELP Academy is a comprehensive and customized approach to training managers and human resource professionals in the state of Washington on a cross section of employment law issues. The HELP Academy addresses today's human resource areas of high liability such as failure to accommodate, sexual harassment, violence in the workplace, domestic violence, wrongful discharge, negligent hiring, and the Fair Labor Standards Act (FLSA). All curriculum has been tailored toward a public sector environment and Washington State laws, regulations, and systems. The modules are taught by practicing attorneys from the firm of Littler Mendelson in Seattle. The firm specializes in employment law and the trainers highlight the training material with their actual courtroom experiences. You may need to plan many months ahead to get into these classes. Course descriptions are available on their web page at http://hr.dop.wa.gov/helpacademy/index.htm.

If you would like to sponsor a HELP Academy session for your agency, call Jean Backman at (360) 664-1933.

# HELP: Hiring, Performance and Corrective Action (Module A) (01-09-HR08) - \$220

Olympia: Jan 26-27, Mar 1-2, Apr 1-2, May 25-26

### HELP: Workplace Violence and Employee Safety (Module B)

(01-09-HR10) - \$220

Olympia: Jan 5-6, Jan 28-29, Mar 15-16, Mar 23-24, Apr 13-14, May 27-28

### HELP: Equal Treatment (Module C)

(01-09-HR20) - \$220

Olympia: Jan 21-22, Feb 5-6, Apr 12-13, Apr 29-30

### HELP: Compensation and Labor Relations (Module D)

(01-09-HR30) - \$220

Olympia: Jan 7-8, Feb 2-3, Mar 29-30, Apr 20-21, May 17-18

### HELP: Managing Diversity (Module E)

(01-09-HR40) - \$110

Olympia: Jan 12, Feb 9, Mar 26, Apr 14, May 21

# **Private Agency Sponsored Training**

### Associated General Contractors Education Foundation

**Contact Beth Sachse** (206) 284-4500, fax (206) 284-4595 bsachse@aacwa.com http://www.agcwa.com/public/education/

To register for a class in this section, use the contact listed above.

Please see above web site for updated information and course descriptions.

### **Environmental Courses**

### Construction Site Erosion and Sediment Control Certification

These WSDOT approved classes are presented by the AGC Education Foundation and available on the following dates:

January 7-8, Tacoma; January 28-29, Vancouver; February 18-19, Bellingham; March 10-11, Everett/ Shoreline; March 31-April 1, Seattle; April 21-22, Tacoma; May 12-13, Seattle; June 2-3, Tacoma; June 23-24, Seattle.

- Recertification requires attendance on Day 1 only, successfully completing exam, and proof of previous WSDOT certification. Cost: \$200
- Certification training lasts a day and a half and requires successfully completing end of course exam. Cost: \$275

### **Computer Courses**

There are a variety of computer courses available, each with time provided to ask questions and/or work on projects specific to a job. Custom classes available upon request.

### **Introduction to Computers**

January 6; March 9. \$75

### Introduction to MS Project

January 8; February 3 & 5; March 11; April 6 & 8. \$150

### Advanced MS Project

February 10 & 12; April 13 & 15. \$150

### Microsoft Word

January 13 & 15; March 16 & 18. \$150

### Introduction to Excel

January 14; February 19; March 17; April 23. \$150

### Advanced Excel

December 9 & 11; January 20 & 22; February 24 & 26; March 23 & 25; April 27 & 29. \$150

### **PowerPoint**

September 3; November 7; January 28; March 31. \$75

### **Construction Technical Skills**

### **Reading Plans and Specifications**

January 6, 8, 13, 15, 20, 22, 27, 29, February 3, 5 – Tacoma. \$349

### Interpreting Plans and Specifications

February 17, 19, 24, 26, March 2, 4, 9, 11, 16, 18 – Tacoma. \$349

### Quantity Take-Off

March 30, April 1, 6, 8, 13, 15, 20, 22, 27, 29 – Location TBD. \$349

### **Estimating and Bidding**

May 11, 13, 18, 20, 25, 27, June 1, 3, 8, 10 – Location TBĎ. \$349

### Supervisory Training Program

All STP classes are \$349

STP Unit 4: Contract Documents and Construction Law January 13, 15, 20, 22, 27, 29 – Seattle

### STP Unit 5: Planning and Scheduling

January 12, 14, 19, 21, 26, 28 – Tacoma

### STP Unit 7: Accident Prevention and Loss Control

February 9, 11, 16, 18, 23, 25 – Tacoma

### STP Unit 8: Managing the Project: The Supervisor's Role

February 10, 12, 17,19, 24, 26 – Seattle

### STP Unit 9: Productivity Improvement

March 8, 10, 15, 17, 22, 24 – Tacoma

### STP Unit 10: Recognizing the Interdependence between Specialty and General Contractors

### March 9, 11, 16, 18, 23, 25 – Seattle

### STP S: Construction Supervisor

April 13, 15, 20, 22, 27, 29 –Seattle

### STP HH: Heavy/Highway Construction Supervisor

April 12, 14, 19, 21, 26, 28 – Tacoma

### **Tools for Success**

The goal of this class is to teach students the "soft skills" needed to be successful in the business of construction. Essential Workplace Skills will be taught, including: First Impressions, Teamwork, Communication Skills, Resolving Workplace Issues, Managing Stress, Thinking Critically and Solving Problems, Resolving Conflict, Giving and Receiving Criticism, and Sexual Harassment. This class is **FREE** of charge and is provided through a grant from the Pierce County Workforce Development Council. All participants must be employed by companies in Pierce County.

January 12-January 28 (Mondays & Wednesdays) 5-9 pm – Tacoma

February 24-March 11 (Tuesdays & Thursdays) 1-5 pm – Tacoma

April 19-May 5 (Mondays & Wednesdays) 3-7 pm – Tacoma

### **Construction 101**

The Foundation has blended the National Center for Construction Education and Research core curriculum with contractor safety requirements to provide a program that allows participants to meet academic and practical goals that will make them more valuable employees. Topics include: Safety, Introduction to Hand Tools, Power Tools, Introduction to Blueprints, and Forklift Certificate. This class is **FREE** of charge and is provided through a grant from the Pierce County Workforce Development Council. All participants must be employed by companies in Pierce County.

January 9-February 6 (Fridays) 8 am-5 pm – Tacoma

March 1-March 24 (Mondays & Wednesdays) 1-6 pm – Tacoma

April 13-May 6 (Tuesdays & Thursdays) 4-9 pm – Tacoma

### Management

**Construction Quality Management** 

January 9, February 13, March 12, April 9, May 14, June 11, July 9 – Tacoma. \$125

**Construction 101** 

January 30 – Seattle. \$50

Regulatory Round-Up

January 14, April 14, June 9 – Seattle. \$50

### **General Construction Classes**

### First Aid/CPR

January 7, Tacoma; February 3, Seattle; March 3, Tacoma; April 7, Seattle; May 4, Tacoma; June 2, Seattle; July 13, Tacoma. \$45

### Industrial Hygiene

January 5, 7, 12, 14, 19, 21, 26, & 28 – Seattle Industrial Hygiene II: \$300 – March 1, 3, 8, & 10 – Seattle. \$450

### Lien Law

January 8 – Seattle. \$99

### Stormwater BMP's for Construction

January 21 & 22; February 25 & 26; March 24 & 25. \$399

### Fundamentals of the International Building Code

February, date TBD. \$199

### **Stormwater Treatment**

February 4 – Seattle. \$150

### Accident Investigation

February 9 & 11 – Seattle. \$175

### Claims and Change Orders

February 12 – Seattle. \$99

### Marketing for Subcontractors — Proposals/Presentations

February 17 – Seattle. \$99

### Dispute Resolution

March 11 – Seattle. \$99

### Marketing for Construction — Customer Service

March 23 – Seattle. \$99

### Risk Management

April 5 & 7 – Seattle. \$175

### Killer Clauses

April 6 & 8 – Seattle. \$149

### Writing Accident Prevention Plans

April 19 & 21 - Seattle. \$175

### Seminars By Request!

Many of our seminars can be offered by request. If we have commitments from at least seven individuals in a local area, we will take the initiative to try and recruit enough additional attendees to reach the minimum number per offering. To make a request for a specific seminar e-mail Beth Sachse at <code>bsachse@agcwa.com</code>.

# Evergreen Safety Council (206) 382-4090 1-800-521-0778 http://www.esc.org

To register for a class in this section, use the contact listed above.

The following schedule represents a portion of the Evergreen Safety Council's (ESC) 2004 course calendar. Please view the above web site for a complete listing of all courses offered, complete with course descriptions. The prices shown reflect ESC members/non-members.

# Safety and Health Specialist Certification Program

Understanding Federal and State OSHA Regulations and Standards/ Accident Prevention Program Requirements and Preparation — SPT101AB

January 8, Seattle. \$180/\$210

Job Safety Analysis (JSA)/Job Instruction Training (JIT) — SPT102AB January 22, Seattle. \$180/\$210

Safety as an Integrated Part of Management and Supervision — SPT103X

February 5, Seattle. \$180/\$210

Elements of a Security Program/Violence as a Workplace Issue — SPT104AB

February 19, Seattle. \$180/\$210

**Presentation Skills for Effective Safety Communications — SPT105X** February 26, Seattle. \$180/\$210

Making Safety Committees Effective/Planning and Conducting Safety Meetings — SPT106AB

January 12, Metro Portland; March 11, Seattle; April 12, Spokane. \$180/\$210

Occupational Accident Investigation/Conducting and Responding to Safety Inspections and Audits — SPT107AB

January 26, Metro Portland; March 18, Seattle; April 13, Spokane. \$180/\$210

Safety Training, Organization and Development/Safety Communications, Orientations and Recognition Programs — SPT108AB March 31, Seattle; June 14, Spokane. \$180/\$210

Personal Protective Equipment (PPE)/Material Handling and Storage Issues — SPT109AB

April 5, Metro Portland; April 8, Seattle; May 10, Spokane. \$180/\$210

# Comprehensive Overview of Hazardous Materials Requirements — SPT110X

April 19, Metro Portland; April 22, Seattle; May 11, Spokane. \$180/\$210

### Practical Workplace Ergonomics — SPT111X

February 9, Metro Portland; April 29, Seattle; June 15, Spokane. \$180/\$210

### Introduction to Industrial Hygiene — SPT112X

February 23, Metro Portland; May 13, Seattle. \$180/\$210

# Understanding Industrial Insurance and Worker's Compensation — SPT113X

March 8, Metro Portland; May 27, Seattle. \$180/\$210

# Fire Safety/Emergency Planning, Protection and Response — SPT114AB

March 22, Metro Portland; March 15, Spokane; June 10, Seattle. \$180/\$210

# Transportation Safety Program/Facilities and Office Safety — SPT115AB

May 3, Metro Portland; March 16, Spokane; June 24, Seattle. \$180/\$210

# Health and Safety Technician Certification Program

Fall Protection/Excavation — HST204AB January 6, Seattle. \$215/\$245

Confined Space/Respirators — HST205AB January 20, Seattle. \$215/\$245

Industrial Ventilation/Indoor Air Quality — HST206 February 4, Seattle. \$215/\$245

Industrial Hygiene — Day 1 — HST207-1 February 11, Seattle. \$215/\$245

Industrial Hygiene — Day 2 — HST207-2 February 25, Seattle. \$215/\$245

Industrial Hygiene — Day 3 — HST207-3 March 3, Seattle. \$215/\$245

### **Highway Safety Training Programs**

Washington Flagger Instructor Certification — FLGR INST March 15-16, June 28-29, September 20-21, December 6-7, Seattle. \$415/\$455

Washington Flagger Instructor Re-certification — FLGR Recert February 18, Chehalis; March 17, Seattle; April 14, Spokane; May 3, Moses Lake; December 8, Seattle. \$140 flat fee

### Washington Traffic Control Supervisor/Technician Certification — TCS

February 9-11, April 5-7, June 7-9, September 13-15, November 8-10, Seattle. \$395/\$480

# Washington Traffic Control Supervisor/Technician Re-certification — WSDOT Recert

February 12, June 10, September 16, November 4, Seattle. \$220

# Oregon Traffic Control Supervisor/Technician Certification — ODOT/TCS

February 25-26, Salem; March 16-17, Portland; April 13-14, Eugene; May 12-13, Salem; September 8-9, Salem; December 8-9, Salem. \$310 flat fee

# **Pilot/Escort Vehicle Operator Instructor Certification — P/EVO** March 22-23, December 1-2, Seattle \$485 flat fee

### **Additional Instructor Certifications**

### First Aid/CPR Instructor Certification — FA/CPR

February 23-25, April 19-21, June 21-23, October 18-20, Seattle. \$650/\$695

### EverSafe Driving Instructor Certification — ESD

January 28-29, April 26-27, July 19-20, October 4-5, Seattle. \$415/\$465

### Forklift Instructor Certification — FKLift Cert

January 20-21, February 17-18, March 15-16, April 12-13, May 17-18, Seattle.

February 2-3, May 3-4, Metro Portland. \$1400 flat fee / \$600 flat fee for an additional trainer from the same company.

### Conferences

### Road Builders' Clinic

March 2-4, 2004, Coeur d'Alene. Contact Washington State University for information at 1-800-942-4978.

### APWA Washington State Chapter Conferences — 2004

Spring: March 23-26, 2004, Westcoast/Red Lion, Olympia. Fall: October 19-22, 2004, Kennewick Contact Bob Moorehead at TIB for further information at (360) 586-1151.

### Northwest Pavement Management Association Conference

Spring Conference scheduled for the week of March 15, 2004. Contact Bob Brooks at WSDOT for information at (360) 705-7352 or *brookbo@wsdot.wa.gov*.

### Pacific Northwest Transportation Technology Expo

May 18-19, 2004, Grant County Fairgrounds, Moses Lake. For information, call the WST2 Office at (360) 705-7386.

### **Pacific Northwest Snowfighters**

June 9-11, 2004, Ag Trade Center, Spokane. For information, call 1-800-942-4978. Sponsored by Washington State University.